

ASSISTANT CORRECTIONAL FOOD MANAGER (DEPARTMENT OF CORRECTIONS)

JOB ANALYSIS

BACKGROUND INFORMATION

Date of Job Analysis: April 15 - 17, 2008

Collective Bargaining Identification: R15

Job Analysis Conducted By: Marian Dilley, Manager
Brian J. Walker, Selection Analyst
Office of Selection Services
Department of Corrections and Rehabilitation

Number of Incumbents: There are 41.00 positions in this classification with 4.00 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

Names of the Subject Matter Experts and their background:

BRIAN ADAMS, ASSISTANT CORRECTIONAL FOOD MANAGER

Mr. Adams currently works as an Assistant Correctional Food Manager at Pleasant Valley State Prison in Coalinga and has been in this classification for 1 year. Prior to his current assignment, he was the Correctional Food Manager at Pelican Bay State Prison in Crescent City for almost 3 years. He has been with the Department of Corrections and Rehabilitation for a total of 10 years.

MARY CHAVEZ, ASSISTANT CORRECTIONAL FOOD MANAGER

Ms. Chavez currently works as an Assistant Correctional Food Manager at the Sierra Conservation Center in Jamestown and has been in this classification for 5 years. She has been with the Department of Corrections and Rehabilitation for over 11 years.

CEANNE HAGUE, ASSISTANT CORRECTIONAL FOOD MANAGER

Ms. Hague currently works as an Assistant Correctional Food Manager at the California State Prison, Sacramento and has been in this classification for 3 years. She has been with the Department of Corrections and Rehabilitation for over 12 years.

ASSISTANT CORRECTIONAL FOOD MANAGER (DEPARTMENT OF CORRECTIONS) INFORMATION GATHERING

Information Sources

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in September 2003
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 25 (60.98%) job audits were returned for Assistant Correctional Food Manager (DOC)

Job Audit Survey Background

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Assistant Correctional Food Manager (DOC) working in the various adult institutions within CDCR. Surveys were mailed to all incumbents appointed to the Assistant Correctional Food Manager (DOC) classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

Job Audit Survey Statistics

Number of Incumbents		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
0	41	N/A	N/A	25	60.98%	N/A	ALL